



NEW:

07/01/2018

JOB TITLE:	MANAGER TEACHER AND LEADER DEVELOPMENT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4120
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, coordinating and managing the district's development programs; provides oversight of technical support for district's professional development and leave.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Researches, plans, organizes and conducts training programs, seminars and conferences for certified personnel designed to improve leadership, supervisory and evaluation skills

Designs and implements promotional procedures; makes timely announcements of dates to be observed by personnel aspiring to managerial positions

Counsels applicants, providing feedback and advice

Coordinates and conducts leadership training

Provides input for identifying and defining present and future training needs by assisting with coordinating and conducting needs analysis

Ensures compliance with district goals and objectives, and with state and federal regulations

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching, and the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree and Kentucky Professional Certification in Administration and Supervision

Three (3) years successful experience as a principal

Three (3) years successful experience in personnel management

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of management recruitment techniques and programs

Doctorate degree

Footnote

Submitted 5/8/18